



*Provide a safe,
sustainable,
integrated and
efficient
transportation
system to
enhance
California's
economy and
livability.*

Selected Shorts Video Series

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A&E Consultant Contracts:

Independent Cost Estimate (ICE)
and
Cost Analysis
Video 7 – Other Direct Costs
Worksheet (Part 1 ICE)

Caltrans

Division of Local Assistance



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A&E Consultant Contracts:

ICE/Cost Analysis – Other Direct Costs Worksheet (Part 1 ICE) (Video 7)

Script:

Welcome to the Other Direct Costs Worksheet. Costs other than those associated with labor are referred to as Other Direct Costs. Examples are travel or reproduction costs. Click the Other Direct Costs tab to open the worksheet.

The Other Direct Costs worksheet lists some commonly used items such as printing, reproduction, travel, lodging and other miscellaneous costs. These items are just examples and can be modified accordingly.

The general information section of this worksheet will auto populate based on the information entered in the LPA Estimate of hours.

Enter item description, quantity, and unit cost in the worksheet. The total amount for each item will be calculated automatically.

Upon completion, the worksheet will generate a summary and calculates the overall other direct costs total.

You've just completed your OTHER DIRECT COSTS worksheet and your Independent Cost Estimate. You are now ready to perform a cost analysis. Please note Part 2 cost analysis is available on a separate worksheet.

Before we proceed to Part 2 Cost Analysis, let us recap the steps in completing the Independent Cost Estimate worksheet.

By this time, we are aware that there are two types of costs, Direct costs and Other Direct costs. Direct costs are labor related and are entered in the Salary Range and LPA Estimate of Hours worksheets. Other costs associate with the project but are not related to labor are recorded in the Other Direct Costs worksheet.

Upon completion of the three worksheets, DIRECT COSTS and PROJECT COST worksheets will auto-populate. These two worksheets, DIRECT COSTS and PROJECT COST are essential to the Part 2 –Cost Analysis workbook. Cost by task and Summary Cost by Task are just additional project summary information.

Once the local agency received the cost proposal from the highest ranked consultant, proceed to Part 2 –Cost Analysis.



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A&E Consultant Contracts:

ICE/Cost Analysis – Other Direct Costs Worksheet (Part 1 ICE) (Video 7)

Synopsis:

Illustrates how to capture non-labor costs using Other Direct Costs worksheet. Explains where other direct cost is summarized for future use in Part 2 Cost Analysis workbook.

References:

Caltrans Division of Local Assistance Main Website

<https://dot.ca.gov/programs/local-assistance>

Visit the A&E Resources website to find the latest tools, resources and guidance for A&E consultant contracts.

[Consultant Selection and Procurement | Caltrans](#)

23 CFR, Part 172 Administration of Engineering and Design Related Service Contracts

(23 CFR 172.7(a)(1)(v))

<https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=23:1.0.1.2.3>



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A&E Consultant Contracts:

ICE/Cost Analysis – Other Direct Costs Worksheet (Part 1 ICE) (Video 7)

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